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3 February 1955

**MEMORANDUM FOR:** Deputy Director (Plans)  
 Deputy Director (Administration)  
 Assistant Director for Communications  
 Assistant Director for Personnel  
 Director of Training

**SUBJECT :** Administration of the Clandestine Services.

1. Paragraph 2.c.(5) of DCI Directive dated 15 July 1952, establishing the position and functions of the Chief of Administration, DD/P, is rescinded.

2. The Administrative Staff, DD/P, will be combined with the Office of the Deputy Director (Administration). Units and functions of the Administrative Staff, DD/P, are reassigned as indicated below, effective 3 February 1955:

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| <u>From</u>                       | <u>To</u>            |
|-----------------------------------|----------------------|
| a. Office of the Chief of Admin.  | DD/A's Office        |
| b. Commercial Division            | DD/A's Office        |
| c. Visual Aids Unit               | DD/A's Office        |
| d. Supervision of [redacted]      | DD/A's Office        |
| e. Support Planning Coordination  | DD/A's Office        |
| f. Registry Unit                  | DD/A's Office        |
| g. Publications Control Unit      | Management Staff     |
| h. Assistant for Logistics        | Logistics Office     |
| i. Assistant for Budget & Finance | Comptroller's Office |
| j. Assistant for Personnel        | Personnel Office     |

3. Continued special support of the Clandestine Services will be provided as indicated below:

a. (1) In order to provide the most effective and intimate support to the Clandestine Services the DD/A, in agreement with the DD/P, will designate a senior, well qualified individual who will be assigned as Assistant to the DD/A for Special Support. Such individual will be charged with special responsibilities for ensuring that the Clandestine Services receive adequate, proper, and timely support. This individual will function in a staff capacity and will not assume any DD/P command authority.

(2) The Assistant (Special Support) will be:

(a) Responsible for coordination of administrative support planning for the Clandestine Services.

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- (b) Authorized to deal directly with the DD/P and units of the Clandestine Services in carrying out his staff support responsibilities.
- (c) Authorized to act for the DD/P in those instances where the DD/P desires to delegate portions of the DD/P's administrative authorities or responsibilities to him.
- (d) Responsible for supervising and coordinating for the DD/A, in direct support of the DD/P:
1. Activities of the Commercial Division.
  2. Activities of the Visual Aids Unit.
  3. Activities of the Registry Unit.
  4. Activities of the representatives of the support chiefs under the DD/A who are detailed by those chiefs to monitor and coordinate their support responsibilities for the Clandestine Services.
- (e) Responsible for supervising and coordinating for the DD/P, the activities of the representatives of the AD/Personnel who are detailed by the AD/Personnel to monitor and coordinate personnel support responsibilities for the Clandestine Services.
- (f) Charged with monitoring for the DD/P, certain support planning activities for the Clandestine Services not under the direct authority of the DD/A.
- (g) Responsible for monitoring for the DD/P the internal personnel ceiling controls for the Clandestine Services.
- (h) Provided by the DD/A with such assistants as may be necessary to enable him to adequately carry out his responsibilities.
- b. (1) Each of the following officials will provide a senior assistant, with such subordinate assistants as may be necessary, to represent him on the staff of the Assistant (Special Support) for the purpose of monitoring and coordinating their programs in special support of the Clandestine Services:

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- (a) All/Personnel
- (b) Comptroller
- (c) Chief of Logistics

(2) These assistants will be carried on the T/O's of and be technically responsible to their chiefs.

c. The Chief, Management Staff, will provide:

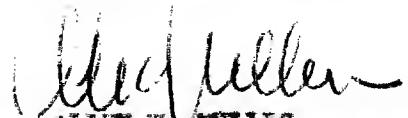
(1) Continued internal publications control service for the Clandestine Services as is necessary for its support and security.

(2) T/O coordination and review service now provided by the Assistant Chief of Administration for Personnel activities.

d. The DD/A will designate a qualified representative to assume direct responsibility for the business management of  25X1C

4. The Assistant (Special Support) and the entire staff provided to assist him in carrying out his responsibilities will continue to be physically located in the area occupied by the Clandestine Services.

5. There will be no change in the currently established status of the administrative staffs of the area divisions and senior staffs of the Clandestine Services. They will remain on the T/O's of and under the command of the division and senior staff chiefs. The currently established system of selection and assignment of qualified personnel for these staffs by the appropriate Career Service Boards will also remain in effect.

  
ALLEN W. DULLES  
Director of Central Intelligence